

Checklist for Packaging and Shipping Diagnostic Specimens
June 29, 2005

United States Postal Service (USPS)

8.10 Packaging: Risk Group 1 Materials (Domestic Mail Manual, 39 CFR Part 111)

Utilize this set of regulations when using the mail (*First-Class, Priority, Express, Package Services*).

Primary Receptacle

- ☐ Liquid specimen container must be sealed (it is recommended that sturdy tape or parafilm be used if vacutainer seal has been broken or if a screw cap tube is being used), watertight, and cushioned.
- ☐ Dry specimens must have cushioning material around the primary receptacle if the primary receptacle is breakable.
- ☐ Label with the International Biohazard Label if using double packaging.

Secondary Container (maximum volume 1000 mls)

- ☐ Must be leakproof and siftproof.
- ☐ Adequate absorbent material must be placed between the secondary and primary container in case of leakage. There must be enough absorbent material to absorb the entire contents of the primary receptacle.
- ☐ Add additional cushioning material inside of secondary container to ensure the primary receptacle does not break.
- ☐ An itemized list of contents or test requisition should be placed outside of the secondary container.
- ☐ Label with the International Biohazard Label if using triple (outer) packaging.

Outer Package (required for over 50 mls)

- ☐ Complete the names and addresses of the shipper and consignee.
- ☐ Add "Diagnostic Specimen" on address side of package.
- ☐ Place the requisition or itemized list between secondary container and outer package; add cushioning material to prevent movement of secondary container.
- ☐ Contents of the package cannot exceed 4000 mls (4L) for entire outer package.

*****Note:** For shipment by aircraft, the primary receptacle or secondary packaging must be capable of withstanding a minimum of 95 kPa (14 psi) of pressure and a temperature range of -40°F to +131°F.